

**COUNCIL APPOINTMENT ADVISORY COMMISSION**

Meeting Minutes

July 16, 2013

**ROLL CALL**

**PRESENT:** Chair Jeannie LoFranco, Commissioners Delores Springs, Elisa Orona, Charles McHugh, Valerie Smrtic, Nga Huynh (arrived at 6:05 p.m.) and Johnny Lee (arrived at 6:35p.m.)

**ABSENT:** Commissioners Denise McCallaCreary, Karl Hennig, Mansimrat Singh and Alphonse Arretz

**STAFF:** Acting City Clerk Toni Taber, and Deputy City Clerks Suzanne Guzzetta and Cecilia McDaniel

**OTHER:** Administrative Assistant Lucinda Norman, Commission Staff to the Library and Early Education Commission; and Francisco Corona, member of the public

**ORDER OF BUSINESS**

**I. CALL TO ORDER**

Due to a lack of quorum, Chair Jeannie LoFranco appointed herself and Commissioners Valerie Smrtic, Delores Springs, Charles McHugh and Elisa Orona to a sub-committee to interview the candidate for the Library and Early Education Commission position. The sub-committee to the Council Appointment Advisory Commission convened at 5:52 p.m. in Room W-262 of City Hall, 200 E. Santa Clara Street, CA 95113.

**II. INTERVIEWS**

**A. Library and Early Education Commission (LEEC) Position**

Discussion: The sub-committee interviewed candidate Susan Bollini then discussed the candidate's qualifications.

The sub-committee adjourned, and the regular Commission meeting convened at 6:30 p.m.

### III. ADOPTION OF THE AGENDA

Action: Upon a motion by Chair Jeannie LoFranco and seconded by Commissioner Delores Springs the Commission approved the adoption of the July 16, 2013 agenda as amended. Vote (6-0-5; Commissioners Denise McCallaCreary, Johnny Lee, Karl Hennig, Mansimrat Singh and Alphonse Arretz absent)

### IV. APPROVAL OF MINUTE

- A. March 14, 2013 – Retreat
- B. April 29, 2013 – Regular Meeting
- C. June 19, 2013 and June 20, 2013 – Special Meetings

Documents Filed: Draft Project Diversity Screening Committee Meeting minutes for March 14, 2013, April 29, 2013, June 19, 2013 and June 20, 2013.

Action: Upon a motion by Commissioner Delores Springs and seconded by Commissioner Elisa Orona, the Commission approved the meeting minutes from March 14, 2013, April 29, 2013, June 19, 2013 and June 20, 2013. Vote (6-0-5; Commissioners Denise McCallaCreary, Johnny Lee, Karl Hennig, Mansimrat Singh and Alphonse Arretz absent)

### V. PUBLIC COMMENT

Discussion: Francisco Corona, a member of the public, introduced himself to the Commission and reported that he was in attendance for a school project.

### VI. REPORTS

- A. Boards and Commission Structural Improvement Update

Discussion: Acting City Clerk Toni Taber gave a briefing on the Boards and Commissions Structural Improvement Plan and informed the Committee that the final changes went before Council on May 7, 2013. Ms. Taber informed the Commission that the City Clerk's Office is now working on: updating City Council Policies and on standard bylaws, agendas and minutes for all of the Commissions.

### VII. ITEMS SCHEDULED FOR DISCUSSION AND/OR ACTION

- A. Nominate Commissioner to LEEC

Discussion: The Commissioners discussed the candidates for the open position on the Library and Early Education Commission.

Action: Upon a motion by Commissioner Delores Springs and seconded by Commissioner Elisa Orona the Commission approved the nomination of Anthony Phan to the Library and Early Education Commission. Vote (6-1-4; Commissioner Charles McHugh opposed; Commissioners Denise McCallaCreary,

Karl Hennig, Mansimrat Singh and Alphonse Arretz absent)

B. Review and Evaluate Interview Process

Discussion: Acting City Clerk Toni Taber summarized the current interview process and reviewed the proposed fall recruitment process with the Commission. Acting City Clerk Toni Taber requested feedback from Commissioners on interview questions, scoring or ranking for interviews and applications changes.

C. Determine Commission Schedule

Discussion: The Commission discussed possible days and times to have a regularly scheduled Commission meeting.

Action: Upon a motion by Commissioner Johnny Lee and seconded by Commissioner Charles McHugh, the Commission approved the regular Commission schedule of the third Tuesday of every month at 6:00 p.m. in Room W262 in City Hall. The next meeting will be scheduled for August 20, 2013. Vote (7-0-4; Commissioners Denise McCallaCreary, Karl Hennig, Mansimrat Singh and Alphonse Arretz absent)

D. Review and Approve Workplan

Discussion: Chair Jeannie LoFranco reviewed the Workplan with the Commission. The Commission discussed the Workplan and provided some revisions.

Action: Deferred to the August 20, 2013 meeting.

E. Election of Vice Chair

Action: Deferred to the August 20, 2013 meeting. Acting City Clerk Toni Taber will provide an informational memo on the position responsibilities.

## VII. MEETING SCHEDULE AND AGENDA ITEMS

The next meetings are scheduled for:

- Tuesday, August 20, 2013 at 6:00 p.m. in City Hall, Wing Room 262.
- Tuesday, September 17, 2013 at 6:00 p.m. in City Hall, Wing Room 262.

**The following agenda items will be discussed at the August 20, 2013 Council Appointment Advisory Commission meeting:**

- Commissioner feedback and review of interview process
  - Interview questions
  - Ranking and scoring of candidates
  - Application
  - Appointing sub-committees

- Election of Vice Chair
- Commission FY 2013-2014 Workplan
- Request assignment of Council Liaison to Commission
- Discuss and develop Commission Mission Statement

**IX. ADJOURNMENT**

The meeting was adjourned at approximately 7:50 p.m.

  
JEANNIE LOFRANCO, CHAIR

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

  
SUZANNE GUZZETTA, Deputy City Clerk